



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2008-08

Date: March 26, 2008

To: To Eligible Subgrantees and Interested Parties

From: Grants Management Division

RE: Fiscal Year 2008 Urban Areas Security Initiative-Nonprofit Security Grant Program
Additional Information Bulletin

The Governor's Office of Homeland Security (OHS) is pleased to announce the success of training workshops covering proper Investment Justification preparation for and submittal to the Fiscal Year (FY) 2008 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP).

This memorandum will address several key questions and issues that were brought up during the workshops. Please note the change in the Investment Justification submittal process.

How is the 75-25 percent Match computed?

There is a 75-25 percent federal-subgrantee match requirement. Also assume that 3 percent will be retained by the State for Management and Administration (M&A) of the grant.

Example:

A subgrantee requests the maximum amount for the FY 2008 grant cycle, \$75,000.

Less three percent for State M&A: $\$75,000 * 97\% = \$72,750$

This amount is the 75% federal share of the project: $\frac{75\% * \text{Total Project Cost} = \$72,750}{75\%}$
Divide both sides by 75% $\frac{\$72,750}{75\%}$

And the Total Project Cost is: Total Project Cost = \$97,000

Subgrantee match is 25% of Total Project Cost: $25\% * \$97,000 = \$24,250$

Therefore, if a subgrantee asks for **\$75,000**, they would receive at most **\$72,750** and their match would be **\$24,250**.

What would be eligible to meet the match?

For equipment the match can either be met with cash or in-kind contributions. In-kind contributions may include training investments related to the use of the grant-purchased equipment, or training investments related to general purpose security and emergency preparedness for staff. DHS has informed us that the only personnel costs that can be applied to meet the match must be related to training. According to the Code of Federal Regulations Title 44, the in-kind match can also be met through equipment investments as long as the investments are in allowable equipment.

For grant-funded trainings only cash can be used to meet the match.

What training costs would be covered under the grant?

Grant funds used toward training can only be used for the attendance fees and related expenses, such as materials and supplies, for security personnel to attend security-related training courses. Allowable training topics are limited to the protection of Critical Infrastructure/Key Resources including physical and cyber security, target hardening and terrorism awareness/employee preparedness.

Trainings conducted using FY 08 NSGP funds must address a specific threat as identified in the Investment Justification. Proposed attendance at training courses and all associated costs must be included in the Investment Justification.

Is cyber security covered by this grant?

Cyber security equipment is not covered by this grant. Cyber security falls under Category 5 of the Authorized Equipment List and is therefore unallowable.

Cyber security training is covered under grant-funded trainings, but the funds are limited to training security personnel.

Does the Investment Justification Template allow for double-spacing? Is double-spacing required?

The Investment Justification Template allows for double-spacing but it is not required nor is it recommended as there is a five-page limit to the document.

If the character limit for each section is adhered to, can the Investment Justification still exceed five pages?

Depending on the paragraph configuration, the document may exceed five pages. However, it is constrained by both a character limit and an overall page limit. In most cases these will not conflict, but we are aware that they do in some cases. The final Investment Justification must still not exceed five pages. Subgrantees are not permitted to erase the directions to reach the required page limit.

Security vendors are gaining access to the Office of Domestic Preparedness (ODP) Secure Portal and using it to locate and contact potential customers. How is this issue being addressed?

To address this issue we have altered the ODP Secure Portal so that each nonprofit organization will have a separate folder within the main FY08 UASI NSGP Investment Justification folder. Only the authorized agent from that organization and OHS personnel will have access to that folder. If you are already registered to the portal, please email one of the Program Representatives to make sure that they set up a folder for your organization.

Can multiple people register for the ODP Secure Portal from the same nonprofit organization?

For Fiscal Year 2008 we are asking that a single individual from each nonprofit organization apply for access to the ODP Portal.

When registering for the ODP Secure Portal, what is the 'Organization ID#?

Please use 198 as the Organization ID number. Also contact one of the Program Representatives after you have registered and they will work with the system administrator to expedite registration.

For further information or questions, please contact one of the Program Representatives.

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Sincerely,



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